

Informed Retraction Form

Student's Name: _____

Honor Case #: _____

School of Enrollment: _____

Graduating Year: _____

I. Admission of Commission of Honor Offense(s)

A. Reported Honor Offenses. I understand that I am the subject of an Honor Report, filed by _____ (the "reporter"), and I admit that I committed the following reported Honor Offense(s):

B. Additional Admitted Honor Offenses. In addition to the Honor Offense(s) reported by the reporter (above), I admit that I committed the following Honor Offense(s). ***In order to be covered by my Informed Retraction***, I understand that each of the additional Honor Offense(s) that I am admitting, below, (1) ***must have occurred simultaneously with, or prior to, the date of the most recent reported Honor Offense*** (above), ***and*** (2) is described by me (below) ***with specificity***, including, ***as to each admitted Honor Offense***.

- (a) if applicable, in cases of Cheating or Lying, the name and semester of the relevant class and the name(s) of the professor(s) and/or teaching assistant(s) in question
- (b) if applicable, in cases of Cheating, the specific assignment, quiz, test, paper or other work in question (e.g., "the fourth quiz, administered on [date];" "the final exam, administered on [date];" "the second research paper, due on [date], entitled [paper title]);
- (c) in cases of Cheating, the specific nature of the Cheating in question (e.g., "plagiarism of portions of the conclusion of the paper," "copying answers from another student during the exam;" "consulting an unauthorized source during quiz #4;" "collaborating on the second homework assignment, in violation of the syllabus");
- (d) in cases of Lying, a specific description of the lie in question; the date of such lie; the name of each individual to whom the lie was communicated; the specific circumstances of the lie in question, including, where a lie relates to course attendance or coursework, information describing the course and the specific assignment, quiz, test, paper or other work in question; and any other information necessary to provide a full explanation of the lie in question; and

entering the CHI process. Should my case ultimately be returned to the Honor Committee, I will then complete Sections III and IV of this IR Form, as required. In such cases, my IR will be deemed to have been accepted as of the date my case is returned to the Honor Committee, subject to my satisfaction of all of the requirements of this IR Form, including the completion of Sections III and IV, below.

- I hereby admit that I committed each of the Honor Offense(s) described in this IR Form (whether reported by a Third-Party reporter or self-reported) and I acknowledge that I intend to make amends to all affected Third Parties (as hereinafter defined) by communicating such admission to each of them. For purposes hereof, “Third Parties” means each of the third parties (including, without limitation, course professor(s), teaching assistant(s), other students, merchants and/or landlords) who is or was directly affected by my commission of the Honor Offense(s) described in this IR Form.
- With respect to each of the Honor Offense(s) described in this IR Form (whether reported by a Third-Party reporter or self-reported), I understand that I am required to attach an additional document, in accordance with the requirements set forth in Section III, below.
- I agree to make amends to the Community of Trust by leaving the University for two full academic semesters (one fall and one spring), commencing at the beginning of the fall or spring semester immediately following the date of acceptance of my IR (the “Honor Leave of Absence”). I understand that summer sessions and January terms are not considered full academic semesters for the purposes of the Honor Leave of Absence, and that the Honor Leave of Absence must be completed over two, sequential academic semesters; i.e., the Honor Leave of Absence may not be interrupted by any period of re-enrollment.
- I understand that, if my IR is accepted, I may choose to complete the courses in which I am currently enrolled, but that all questions of grading, course requirements and course credit shall remain in the exclusive discretion of the applicable professor, school and/or department
- I understand that the administration of the Honor Leave of Absence, and all matters relating to re-enrollment following the Honor Leave of Absence, if applicable, including all financial matters and all questions of registration status, eligibility to compete in varsity athletics, scholarship status, visa status, and status within the school or department in question, shall reside with, and be in accordance with the guidelines of, the applicable school or department (or other administrative or governing body) with respect to a regular academic suspension.
- I understand that, upon the acceptance of an IR, the Honor Committee will immediately notify the University Registrar to (a) place a notation on my transcript reading “Honor Probation,” which shall remain until the commencement of my Honor Leave of Absence, and (b) place a Registration Block on my record, cancelling any existing future enrollments, and preventing me from enrolling in additional University courses, which Registration Block shall remain in effect until the completion of the Honor Leave of Absence. Upon the commencement of the Honor Leave of Absence, I understand that my transcript will bear a separate notation, “Honor Leave of Absence,” which will be removed at the completion of my Honor Leave of Absence.
- I understand that, if my IR meets all of the requirements of this IR Form, my IR will be accepted; provided, however, that the Vice Chair for Investigations or the Vice Chair for Hearings may return this IR Form for additions, modifications and/or clarifications, as needed.
- I understand that, in order for my IR to be accepted, I must meet with an Academic Dean, the University Dean of Students or their designee (the Dean of Students and any such designee is

hereinafter referred to as the “Dean of Students”), and, if I am an international student, an Advisor from the International Studies Office, and that I must obtain the signature of each of the foregoing on this IR Form, in the spaces provided below.

- As set forth in the By-laws of the Honor Committee, in order to file an Informed Retraction, a student must admit the Offense(s) to any affected Third Parties and comply with any additional amends such Third Parties require. For purposes of my Informed Retraction, I understand that “Amends” means, in addition to my admission of each of the Honor Offense(s) listed above to all Third Parties, my agreement and compliance with any applicable condition of correction or remediation imposed by such Third Parties. I also understand that, in the case of academic fraud, the decision whether to reduce any grade or grades previously awarded, require make-up work, or impose any other academic penalties resides solely with the affected professor(s) and/or the relevant academic dean(s).
- I understand that if I file an IR after graduating from the University, I must surrender my degree immediately, and that I my degree will not be returned to me until one calendar year has elapsed, and that during this one-year period my transcript will bear the notation “Temporary Honor Degree Surrender.”
- I understand that if I file an IR in the year in which I would otherwise graduate, I must submit this IR Form to the Vice Chair for Investigations not later than the Wednesday before Final Exercises (or four (4) days before the applicable degree conferral date in any semester other than the spring) or within the IR Period, whichever is sooner. I also understand that upon submission and acceptance, my degree shall be held, and such hold shall remain until two full academic semesters have elapsed, in the manner described for calculating the period of the Honor Leave of Absence, above. I also understand that my transcript will bear the corresponding notations for the Honor Probation and Honor Leave of Absence in the same manner and sequence as described above.

I understand and agree to the terms and conditions of the Informed Retraction, as set forth herein and in the By-laws of the Honor Committee.

Student Signature

Date

III. Acknowledgment by Third Parties/Amends

As set forth in the By-laws of the Honor Committee, in order to file an Informed Retraction, a student must admit the Offense(s) to any affected Third Parties and comply with any additional amends such Third Parties require. For purposes of the Informed Retraction, “Amends” means both your admission of each of the Honor Offense(s) listed above in Sections I(a) and I(b) to all Third Parties *and* your agreement and compliance with any applicable condition of correction or remediation imposed by such Third Parties.

For each Honor Offense listed above in sections I(a) and I(b), whether reported by a Third Party or self-reported, you must agree to correct and/or make amends for such Honor Offense (i.e., in the case of Cheating, admitting the Cheating to the relevant instructor and agreeing to comply with any conditions imposed by such instructor for academic re-evaluation; in the case of Lying, admitting the lie to everyone to whom the lie was communicated; and in the case of Stealing, admitting the theft and returning or agreeing to return all property (in its original condition, if applicable) to the rightful owner(s) or providing monetary restitution, if applicable).

For each Honor Offense, you must also ask each of the Third Parties (including Third Parties affected by self-reported Honor Offenses) to acknowledge your IR, and your making of the foregoing amends, by signing a document that you are required to create for each Offense, containing the following information:

- Student's Name
- Date
- If reported by the reporter, the description of the Honor Offense, precisely as listed in the IR Letter under the section entitled "Honor Offense(s) Alleged in the Report."
- If self-reported, the description of the Honor Offense, with specificity, as you have described it above in Section I(b) of this IR Form. Please use (cut-and-paste) the precise wording as you have included it in Section I(b) above.
- A list of amends/conditions (as agreed upon by student and Third Party).
- The following statement (to be read and signed by the Third Party): "By my signature below, I confirm that [Student Name] has admitted the Offense(s), as described above, and has agreed to make amends by complying with the conditions I have required for correction and/or remediation."
- Signature of Third Party

I have contacted all Third Parties, who were or are directly affected by my commission of the Honor Offense(s) that are the subject of this IR Form, and have agreed to correct and/or make amends for such Honor Offense(s), in accordance with the requirements described above. For each Honor Offense, I have also attached a document that complies with the criteria listed above and contains the signature(s) of the Third Parties affected by that Offense.

Student Signature

Date

IV. Other Requirements for Submission of Informed Retraction

Meeting with Academic Dean

For undergraduate students, the student's Association Dean; for graduate students, the individual who oversees the student's completion of their academic requirements; for transfer students, the Association Dean for transfer students. If you are unsure of who may serve as your "Academic Dean" for the purposes of this meeting, consult with your Honor Advisor.

Purpose: Discuss academic options in light of the two-semester Leave of Absence.

_____ met with me in connection with the filing of this Informed Retraction Form on the date noted below.

Academic Dean

Date

Meeting with the Dean of Students

A meeting with the Dean of Students can be arranged by visiting the Office of the Dean of Students on the second floor of Peabody Hall or by calling the office at (434) 924-7133.

Purpose: Discuss student’s options and/or plans for the Honor Leave of Absence (transfer credits, internships, etc.).

_____ met with me in connection with the filing of this Informed Retraction Form on the date noted below.

_____ Date

(International Students Only)

Meeting with the International Studies Office

A meeting with an International Studies Office advisor can be arranged by calling the office at (434) 982-3010.

Purpose: Discuss visa requirements and reentry plans.

_____ met with me in connection with the filing of this Informed Retraction Form on the date noted below.

_____ Date

For use by Honor Committee only

Form received by: _____ Date: _____

Informed Retraction complete: YES NO

Vice Chair for Investigations: _____ Date: _____

Vice Chair for Hearings: _____ Date: _____